

Report - 1

Bi-Weekly Report for Period 23 July to 17 Aug. 1962

from

Forms Management Branch

3/27
62

1. Twenty-eight new forms created; twenty forms were improved and 38 forms made obsolete.

2. As a result of a requirement placed on them last Fall, by FI/INT, Printing Services came up with a new form for the Information Reporting System. The new forms eliminate the dual carbon and the offset master (these were the two problems in the old forms) and replaced them with an Ozalid master and Hectograph Master.

[redacted] and I worked closely with PSD on this change. Miss [redacted] designed the final forms and wrote the specifications.

3. The new forms catalog is under way. [redacted] met with the Chief, Catalog Branch and he agreed to go ahead with what we had agreed on some months ago - namely to put out a Forms Catalog listing all forms in numerical order (this would include obsolete forms).

4. Chief, Printing Services Division agreed to let us go to the Plant and search out forms costs for the past year. He also agreed to furnish us future forms costs on a quarterly basis for forms done at the Plant. [redacted]

5. [redacted] has left for a weeks leave and I am back after two weeks leave.

6. ^{after} ~~Due to~~ a physical recount, we now come up with a total of 1837 forms in use in CIA.

[redacted]

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Report-1

Bi-Weekly Report for period ending 17 August 1962
from
Records Disposition and Systems Branch

1. Contributions

- a. Approved six requests for filing equipment or supplies. ☐ 25X1
- b. Revised Vital Records Deposit Schedule for Office of Operations was reviewed and approved. ☐ 25X1
- c. Shelf Files for Logistics/Real Estate and Construction Division have been received. ☐ 25X1
- d. Approved a revision to the OO/Contact Division Schedule ☐ 25X1

2. Assignments

a. Shelf Filing

- (1) Commo - Registry ☐

Filing equipment delivered and installed. ✓

- (2) Logistics ☐

Completed. See Contributions 1c.

- (3) DDP/TSD ☐

Awaiting procurement of shelving.

- (4) Personnel-Insurance Branch ☐ 25X1

Awaiting the construction of vault area.

- (5) Medical ☐ 25X1

Equipment on order.

- b. Records Control Schedules ☐ 25X1

- (1) OTR

Area Records Officer is coordinating his schedule and obtaining signatures on revised schedule.

- (2) OO/Contact Division

The Area Records Officer submitted revisions for the ☐ ☐ Schedule. 25X1

- (3) OSI ☐ 25X1

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c. Special Projects

(1) Met with [] DD/S, and [] Logistics, Space and Facilities to develop the most suitable type of "shop made" equipment to store DD/S briefing charts. We decided on a 30" x 42" wooden chart rack, similar in design to a bicycle rack. This will allow verticle filing of the charts thus providing better protection against wear and tear and permit easier accessibility. This rack will be so designed that the charts can be indexed. []

(2) OO/Contact Division []

Met with [] Executive Officer, OO/C, to discuss the need for an extensive management survey in the Index Branch. Request for this survey originated with our questioning of a requisition for an additional Flexoline File submitted by [] in April 1962.

[] said that he still wanted this overall management survey, but that the "heat" was off temporarily because he requisitioned the questioned additional Flexoline file prior to 30 June. []

(3) Conference Notes and Special Reports []

a. Draft of a new poster was received from Logistics/Graphics for review.

b. The reports from ARO's on records holdings in each area are being compiled.

(4) Medical []

A preliminary study of the paperwork and clerical activities in the Office of the Registrar was done last week. A report was submitted to the Registrar who will discuss the findings with other Medical Staff members then call me if further study is desired.

(5) Comptroller ADPD []

No change

(6) DDP/Central Cover []

Arranged for [] to meet with [] to discuss the contruction of a specialty type sorter. [] will draw up plans for the sorter. Attempts by [] and myself to interest the company that installed the desks and tables in the new building to make the sorter proved unsuccessful.

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d. Reviewing Requisitions

1. [] has two requisitions for filing equipment to be reviewed.

(2) A request was received from OO/FDD for 75 sections of Diebold, Saf-T-Stak open shelf files. A physical inspection of the Naval Weapons Plant storage area indicated that while no Diebold Saf-T-Stak is available, there is considerable conventional type shelving on hand. It would seem a worth while project to have all filing equipment inventoried with copies of same forwarded to this staff in order that we would know what is presently in stock.

3. Vital Records []

a. Held two meetings with State Department Vital Records Officers to show them slides and text used in our Vital Records Workshop. I have loaned them certain unclassified slides and have provided them with a "sterilized" version of our text material.

[] informed me that they plan to put on a series of Vital Records Workshops starting in late September. The first is planned for Liaison Officers.

b. A revision to the DDP/RID Vital Records Deposit Schedule was received.

c. Arrangements have been made for the microfilming of Vital Records in Personnel, Insurance Branch on Saturday, 15 September.

d. Request for a copy of Executive Order 10346 was received from [] NSA. I sent her a copy. She also informed me that she will contact me after she returns from vacation to discuss Vital Records.



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